G. R. S. IX-5]

Previous references.

San. 7-1581-3 B Sept 1915 ✓

File No. 99-17

1917-18

Serial Nos. 1-3

(Sanitary)

Later references.

San 19-N (1-19) B. July 23.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 1 to 3

Part B for May 18.

SUBJECT:

Proposals re- the revision of the office Establishment of the Sanly Commrs.

G. O. No 5876-7 & 17. 6. 1918.

2). To The Sanly Commrs. Coptr,

Sanctions an increase of pay to four Clerks as detailed therein at an additional cost of Rs 80/- per mensem

3). G. O No 6209 & 7/5/18. To The Sanly Commrs.

Is for attention the necessary action called under certain headings of the efficiency audit officer's rpt. & to the work of his office.

Lingaraja Gauli
21/5/18

W.D.S.S.—GPB—10,000—24-4-18.

G. R. S. III—1] 1917-18

GENERAL AND REVENUE SECRETARIAT.

(Simla)

NOTES.

File No. 99-17

FILE HEADING.

Revision of the establishment in the Simla Commissioner's office.

From

The Simla Commissioner

No. 9-C294 Dated 8.12.17. Received 2.1.18

Diary No./520	Enclos. 2 Spare Copies.	Serial No./

BRIEF ABSTRACT OF LETTER.

Submits for sanction a provisional establishment for the revision of his office establishment involving an additional cost of Rs. 1080/- per annum.

NOTES AND ORDERS.

A — Public Health department for the State was constituted in August 1907. An establishment costing Rs 334/- per mensem, (clerical Rs 265/- and menial Rs 69/- per mensem) was sanctioned for the Simla Commissioner's Office (vide Govt. [illegible]

B —

NOTES—First Sheet.

WD 1232—GPB—20,000—18-11-15

WD 1233—GPB—60,000—1-12-16—S.

Serial No.

No 4371-3 dt 12th Nov 1917)
Sec 52-07-4

2. In May 1915 the Stirling Commission proposed a revision of the establishment and suggested the appointment of a Manager on Rs (75-5-100) in lieu of the Head clerk on Rs 50/- per mensem and a munshi on Rs 60/- per mensem in place of a peon on Rs 8/- per mensem. The appointment of a Manager on Rs (50-$\frac{5}{2}$-75) in the place of the Head clerk was sanctioned in Govt proc No 2006-7 dt 8th Feby 15.
Sec 7-15-3

C

3. In the recent re-organisation of the Stirling department the pay of the Manager was raised from Rs 50-$\frac{5}{2}$-75 to Rs (100-10-150) There was no other change in the establishment.

D + E

4. Now the Stirling Commr proposes the entertainment of a Head clerk on Rs 60/- per mensem, in place of a clerk on Rs 20/- per mensem, and an increase of pay to other clerks. The necessity for the appointment of the Head clerk has not been explained.

Submitted for orders.

9.1.18

The establishment of the Stirling Commissioner's office has been revised twice after its formation in 1907. The reasons advanced for the proposed

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

General and Revenue Secretariat. | File No. of 191

Serial No.

revision are: (1) rise of prices; (2) the inadequacy of the present scale; and (3) improvement of the prospects of the existing men and attraction of a better class of recruits.

(6) The 1st ground is common to all kinds of services including menials. But the Savoy Commr does not recommend any increase of pay to the menials. As regards the 2nd ground it may be stated that special scales prescribed in respect of temporary Depts of the State cannot be made applicable to permanent Depts each of which cannot be expected to afford equal prospects to its officials but should be fixed according to its needs. The Savoy Commr has not shown that there has been either increase of work or responsibility justifying the necessity for a revision.

(7) The 3rd ground has, perhaps, some force. The pay of the lowest appointment in the Savoy Commrs office is Rs 15 and the next higher Rs 20. If a better class of recruits is needed, the pay may have to be raised to Rs 20 or 25 per month.

BSn
9/11/18

(8) The proposal is mainly for increasing the pay of the Existing Establishment. The Sanr Deptt was

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

1520

4

G. R. S. III-2]

General and Revenue Secretariat. | Sm File No. 99 of 1917-18

Serial No.

only recently reorganised. There do not appear to be any strong reasons for taking up the question now.

MK
11/1/18

Chief Secy) There is one clerk on 15Rs p.m. whose pay may be raised to 20Rs p.m. No other increase seems to be necessary.

CSK
15/1/18

H.E. Extraordinary Member)

10) The Efficiency Audit Officer may examine the work of the Sanitary Commissioner's office - and see whether the quantity and quality of work are such as to justify an increase of pay to the staff as proposed.

19.1.18.

11) This may, if approved be transferred to Branch VIII for further action.

21/1/18

22/1

Br VIII for papers

To the Sppicing asst Mgr for favour of further action & return of file when done with.

22.1.18

NOTE—Contn. sheet

Sheet attached by me 25/1

WD 1233—GPB—60,000—1-12-16—S.

S

G. R. S. III-2]

General and Revenue Secretariat. | Sany File No. 299 of 1917-18.

Serial No.	
E. A. M. 132 23.1.18	1) I have now done with the D.G.S. office now & will if app'd leave up Sany Comrs office from next week. A draft letter to Sany Comrs put up for Chief Secy) 30/1/18
Fair copy also submd.	Same 31/1/18 31/1/18
	2) Letter No. 1206 dt 31-1-1918 to the Sany Comrs in Mysore, states that the E.A. officer has been asked to examine the work of the office
	3) Letter dt 13-2-18 from the Manager, Sany Comrs office, states that the info. regd by the Mysore Govt will be ready on 15-2-18.
	Submd 15/2/18
	4) A note on the subject is put up vide next page
	Chief Secy) 5/3/18
	5) The note may be sent to the Sy Commr for information & any remarks he may have to offer.
6/3	Extraordinary Member) 6/3/18

OFFICE OF THE SANITARY COMMISSIONER IN MYSORE.

@@@@@@@@@@@@@@@@@

Introduction

In accordance with the orders of His Highness the Extraordinary Member contained in paragraph 10 of the notes, I have examined the work of the Sanitary Commissioners's office and beg to submit the following report

Total quantity of the work of the office.

The quantity of work cannot be formulated in terms of receipts and issues as, under the Disposal Number System in force in the office, incoming and out-going papers are not individually registered. Further, a statement of receipts and issues is apt to be misleading as the papers are of very unequal degrees of importance. Some require careful scrutiny and working up, while others are simply seen and filed.

The following statement gives a rough idea of the work of the office under the existing system:

	I CURRENT	Nos.	Serials
1916-17	General current	1265	3487
	Govt. current	582	1215
	Publications	120	195
	Total	1967	4897
1917-18 for 7 months.	General Current	803	1909
	Government "	364	851
	Publications	117	205
	Total	1284	2965

7

II DISPOSALS

	1916-17	1917-18 (7 months)
A series	139	22
B "	223	78
C "	717	454
Total	1079	554

III BILLS

	Annually dealt with
Travelling allowance	1788
Detailed contingent	120
Other miscellaneous bills including those of the Plague Department	100
Total	2008

IV PERIODICALS

56 comprising

Daily	1
Weekly	7
Monthly	17
Bi-monthly	1
Quarterly	5
Half-yearly	8
Yearly	17

Distribution of work

The above estimate of the work of the office may be usefully supplemented by the following detailed statement of the work of each individual:-

Mr. H.Nanjundaiya. Manager

Important papers, correspondence with Government, etc., Annual average of current cases about 750, chiefly under sub-heads (a), (b), (c), (d), (e) and (i) of the classified statement

Periodicals Nos.8 and 9 under I, Nos. 8 and 9 under accounts and 1, 2, 3, 5 and 8 under 6

of the classified list. Preparation of draft annual reports on sanitation, vaccination and Plague administration and seeing them through the press. Occasional work in connection with pamphlets on sanitary subjects

2. A.Ekambaram — Deputy Clerk

About 800 currents, chiefly under (f), (g) and (j) of the classified statement Periodicals No. 6 under 1, No. 5 under 2, all periodicals relating to the scrutiny of the work of District Sanitary officers and Health ~~offic~~ officers, budget estimates and Nos. 4, 6 and 7 unde 6.

3. A.M.Govindarajulu Naidu — 2nd Clerk and Cash Acct.

Accounts and cash transactions. Scrutiny of an annual average of about 2000 bills of all descriptions, correspondence arising therefrom invoicing of bills, maintenance of connected ~~regist~~ registers and stationery accounts.

4. C.Venkatachalaiya — 3rd Clerk

Attending to returns of vital statistics as detailed under 1 of classified list, preparation of consolidated returns for the press and attending to the correspondence arising out of the acrutiny of the 6 periodicals under 2. The references issued average about 80 a month.

5. P.Narasimiah — Record-Keeper

Maintenance of records, disposal lists and index register. Work connected with the weeding out and destruction of obsolete records as well as the records ripe for destruction under the Disposal Number system. Scrutiny of monthly mortuary returns and compilation of consolidated

return for submission to the Government of India. Compilation of annual statistics (statements I to XII) of the annual sanitary report.

6. Ethiraj Mudliar — 4th clerk

Maintenance of current periodical and publication registers.

7. B.H.Ramsingh — Despatcher

Despatching work. Average number of covers issued per day is 16. Preparation of annual indent forms and supply of departmental forms for use in districts.

8. G.Pithambaram — Typist

Typing work. All communications issued from the office are invariably typed with the exception of lengthy statements. The average is estimated to be 12 sheets of typed matter per day.

9. C.Sambhanda Mudliar — Draftsman

Scrutiny of estimates connected with the Central Sanitary Board, preparation of type designs and estimates, preparation of charts and diagrams for Health Exhibition. Maintenance of stock list of furniture and books. Assistance in the preparation of departmental annual reports.

Work done for 6 months.

1. Total No. of type designs done	8
2. " of estimates prepared for the above	5
3. " of tracings copied	9
4. " of statistical charts prepared	14
5. " " " for exhibition	18
6. No. of type designs prepared for exhibition	1
7. No. of pictures colored for exhibition	1

Remarks on the distribution of work-

All the important work of the office devolves on the Manager who appears to be capable and intelligent. He is fully employed.

The Deputy Clerk has also full work, though of a routine and miscellaneous character.

The Cash Accountant's work in checking bills and maintaining the various registers is also considerable. The registers in his charge are up-to-date and very neatly maintained.

The Record-Keeper is also fairly fully employed. In addition to the record work proper, he attends to some of the more important returns.

The work of the remaining officials, viz., the 3rd clerk, 4th clerk, Despatcher, Typist and Draftsman seems rather light.

Office arrears and matters requiring attention.

Office arrears- The following statement shows the arrears in the office.

1. Cases awaiting replies from Government.	25
2. Cases awaiting replies from outside other than Government.	48
3. Cases pending in this office. . .	8
4. Recorded or Lodged cases to be given disposals. . .	79
5. Number of disposals not yet sent to the records. . .	62

Of the cases pending in this office, the majority are of recent references, the oldest case being a requisition dated the 30th July 1917 for modified rules in compulsory vaccination in rural areas.

As regard papers awaiting reply from subordinate offices, reminders do not appear to have been issued regularly. In some of the older cases, first reminders had been issued on 15th February 1918, just prior to my visit.

The preparation of monthly arrear lists contemplated in the Office Manual and in the rules on the Disposal Number System has not yet been taken up. As these lists are very necessary, their preparation may be insisted upon in future. If they had been regularly compiled, several papers referred for report to subordinate offices would not have been overlooked and the issue of reminders would have been more regular.

Periodical

Periodical Reports and Returns- A Calendar of returns and periodical events is under preparation. This may be completed early as it is not possible otherwise to keep proper control over the business of the office.

Correspondence Registers- Duplicate Disposal Lists are being maintained, one set by the Recordkeeper and one by the Despatcher. This is quite unnecessary. If the two officials work in the same room, the superfluous registers may easily be discontinued.

The periodical register is not posted in proper form. The proper method of maintaining this register was explained.

Papers filed in the office should be noted in the Current Register. At present this is not being done, and the register entries are incomplete.

Records- There are three sets of records in the office, viz., (1) Records transferred from the Senior Surgeon's office when a separate office of the Sanitary Commissioner was sanctioned. (2) Records of the Sanitary Commissioner's Office from the time of its formation till the adoption of the Disposal Number System. (3) Records under the Disposal Number System.

Papers under classes (1) and (2) have been stitched, listed and indexed, and the third class of papers are being maintained according to the rules.

With

With regard to the Record Room, the following matters require attention.

(1) The time-barred papers should be destroyed. Some have already been weeded out, but there are still several useless records requiring elimination.

(2) The lists of file-headings for records belonging to classes 1 and 2 described above should be amalgamated and entries regarding destruction should be made in the list of file-headings.

(3) The index of file-headings for records of classes 2 and 3 should be similarly amalgamated.

(4) The practice of obtaining requisition slips for records issued for reference should be introduced.

Other provisions of the Office Manual requiring attention.

The following rules of the Office Manual should be brought into force.

Rules 97 & 98.	Monthly review of diaries of Sanitary Officers.
Rule 104.	Progressive record of Vital Statistics.
Rule 129.	Library Catalogue.
Rule 134.	Numbering of the articles of furniture and instruments and quarterly verification thereof.

Miscellaneous- Arrear lists of subordinate offices should be obtained and scrutinised every month as required by rule 16 of the General Rules of Office Procedure.

Statistics- The possibility of

of reducing the reports and returns should be examined.

Some curtailment seems possible in the reports of Epidemics and Vital Statistics as well as in the returns of itineration and work of subordinate officers.

General observations on the work of the office.

In spite of the minor defects and requirements pointed out, there is no doubt that on the whole the business of the office is extremely well conducted. The arrears arenot heavy. The registers are all fully posted and carefully maintained. The condition of the records is very satisfactory. The rooms and premises are neat and tidy. And in all the mechanical details of work, there is an attempt at neatness and finish which is as rare as it is gratifying.

Qualifications of the officials- A statement is appended showing the qualifications of the officials. It will be observed that the Manager is a graduate and the Deputy Clerk is a Matriculate. The rest are all unpassed men. But they are all good enough for the work they have to do. It is to be noted also that none of the officials except the Manager has been benefited by the schemes of reorganization. The Deputy Cler, the Second Clerk and the Third Clerk have been drawing the same pay for the last 8 years and the Recordkeeper has been getting Rs.25 for ~~xxx~~ 6 years.

Summary

Summary and Conclusions.

(1). There is no appreciable expansion in the work of the office or in its responsibilities. Though a few of the -- officials are fully employed, the work is rather light.

(2) Nor is any special treatment called for on account of the qualifications of the officials.

But

(3) the men have been working very satisfactorily.

(4) Several of them have had no promotions for a long time, viz., 6 to 8 years.

(5) Nor can they expect any in the ordinary course, the establishment being small and the only highly paid post, viz., Manager, being above their reach.

(6) None of the officials except the Manager whose case is not now in question, have benefited by any of the reorganization schemes.

(7) There is a wide gap between the Manager (Rs.100-10-150) and the next man Deputy Clerk (Rs.40) which it is desirable to fill.

(8) The minimum pay of Rs.15 is admittedly too low.

Bearing the above consideration in view, the following recommendations are made:-

The scale of pay may be fixed as below --

Manager ...	Rs.100-10-150	... same as at present.
Deputy Clerk.	Rs.50.	... Rs.10 more than at present.
Second ,,	Rs.40.	... Do.
Third ,,	Rs.35.	... Do.
Recordkeeper	Rs.30.	...Rs.5 Do.
Typist	Rs.20.	... Same as at present.
Fourth Clerk	Rs.25.	...Rs.5 more than at present.
Despatcher	Rs.20.	...Rs.5 more than at present.
Draftsman	Rs.30.	... Same as at present.

The strength of the office will remain the same as at present. The scale proposed will give larger scope for promotion than the existing one.

The extra cost will be Rs.45 per mensem or 50 per cent of what is recommended by the Sanitary Commissioner.

All the officials except the Manager and Draftsman may be uniformly designated Clerks - 1st clerk, 2nd clerk and so on - so as to admit of redistribution of duties from time to time according to exigencies without affecting the pay of the officials.

nil
5/3/18

List showing the Establishment of the Sanitary Commissioner's Office, with qualifications of each offiäal.

No.	Designation.	N a m e.	Qualifications.	Date of birth.	Date of commencement of service and total service.	Present pay and service therein.	Where ~~ex~~ employed formerly.
1	Manager	Mr.H.Nanjundiah	B.A. degree.	19-3-1881	1-9-1903 (14 Yrs)	Rs.100-10-150 (one year)	Plague Branch – Senior Surgeon's office, Sany. Section, Sen: Sur: Office, Sany Commr's office.
2	Deputy Clerk	" A.Ekambara Mudaliar	Matriculation, Hand-writing test (Madras)	8-5-1870	13-1-1895 (23,,)	Rs.40 (8 yrs)	Dy.Commr's office, Bangalore.
3.	Second Clerk	" A.M.Govindarajalu Naidu.	Lower Secondary (Appeared for Matric but failed)	1-8-1878	18-3-1902 (16,,)	Rs.30 (8 yrs) ×	Senior Surgeon's Office.
4.	Third Clerk	C.Venkatacheliah	Middle School (Appeared for Matric, but failed)	24-9-1877	19-11-1903 (14,,)	Rs.25 (8 yrs)	Do.
5	Recordkeeper	P.Narasimhaiya	Read up to Sixth Class (1886) ie. Matriculation standard	8-1-1868	10-3-1890 (28,,)	Rs.25 (6 yrs)	Edn.Dept.,Medl. Stores & Sany.
6	Fourth Clerk	T.R.Ethiraju Moodaliar	Lower Secondary ~~and~~ (upto 6th Form) & Typewriting. (Elementary)	8-1-1886	25-1-1905 (13,,)	Rs.20 (1 yr. 11Mo)	Senr.Surgeon's, Sany.Comr's.
7.	Typist doing Despatcher's work	B.H.Ramsingh	Lower Secondy. (upto V Form).	26-4-1886	10-1-~~1~~1910 (8,,)	Rs.20 (2yrs.2mo)	Sany.Commr's office,
8	Despatcher doing Typist's work.	G.Pitambaram	Studied up to 6th Form. Typewriting Elementary.	22-12-1894	25-9-1917 (4 mo.)	Rs.15 ————	New man.
9	Draftsman.	C.Sambandham	S.S.L.C. (Madras) 1912 Techl.Exams.in Engg.Lower Subordinate Course.	4-7-1892	1-8-1917 (6 mo.)	Rs.30. ————	New man.

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat. | File No. 99 of 1917-18

Serial No.

18 With a view to see whether there was sufficient justification for the revision of the establishment as proposed, the Efficiency Audit Officer was asked to inspect the office and report on the condition of work therein. His report goes to show that the Manager, the deputy clerk and the 2nd clerk are fully employed and the Record-keeper fairly fully employed and that the others have got light work. This office has been recently placed under a separate head and having regard to the fact that the Department is a growing and useful one and the scale of pay of the establishment was fixed so far back as 1907 and also that some of the officials have been drawing the same pay for a number of years, I would suggest that increases be sanctioned to four hands as shown below at an additional cost of Rs.30/- per mensem:-

Deputy clerk-	Rs.10 increase.	From Rs.40 to 50.
Second clerk-	Rs.10 "	From Rs.30 to 40.
Third clerk-	Rs. 5 "	From Rs.25 to 30
Record-keeper-	Rs. 5 "	From Rs.25 to 30.

19 A statement is put up showing the proposals made by the Sanitary Commissioner, the Efficiency Audit Officer's recommendation and my suggestions thereon.

20 An extract of the Efficiency Audit Officer's report under the headings "office arrears and -

NOTE—Contn. sheet.

1520

WD 1233—GPB—60,000—1-12-16—S.

9

G. R. S. III-2]

General and Revenue Secretariat. | Sec. File No. 99 of 1917-18

Serial No.

matters requiring attention", and "other provisions of the Office Manual requiring attention" (pages 6, 7, 8 and the first para on page 9 of the report) in which certain observations are made and defects pointed out may be sent to the Sanitary Commissioner for attention.

Draw
17.3.18

2 Drafts
cdj
18/3/18
Early
mw

2 Drafts submitted
Ex HM
20.3.18 Asst Secy
mw
20/3/18

Br to Progs

GEN. & REV. SECRETARIAT
II
FINANCIAL
25 MAR 1918

cdj
24/3/18
mw
25/3

H 24027

Subd
but DMR is No financial objection
26/3

18
29.3.cdj

mw

Br IV
Submitted
Ex HM
1.4.18 Chief Secretary
Ext. Member

mw
3/4

IV
Prog S.O.

Draft early
mw
15/4

NOTE—Contn. sheet.

24 Not being a material revising Sch this need not be treated as a scheduled case. The order may issue.

25 Put up a draft D.O. Govt as in the last para of the member's note.

cdj
15/4/18

(20

G. R. S. III-2

General and Revenue Secretariat.

Sani File No. 99 of 1917-D

X 2632-17

Serial No.	
2	To The Sanitary Commissioner " Comptroller G. O. No. 5876-78 17.4.18. Sanctions an increase of pay to four clerks viz:- (i) clerk from Rs 40 to Rs 50 (ii) 2nd clerk from Rs 30 to Rs 40, (iii) 3rd clerk from Rs 25 to Rs 30/- (iv) Record keeper from Rs 25 to Rs 30/-, with an additional cost of Rs 30/- per mensem.
2	Finance Br was consulted (P. 19) Draft ltr communicating the order is submitted 19.4.18. 21.4.18 Communicated 24/4 Draft submitted with reference to para 25 of minute. 24.4.18. Done 30/4
3	To The Sanitary Commissioner No 620-78 7th May 1918. Forwards for attention and necessary action extracts, under certain headings, of the efficiency audit officer's note of 5.3.18 on the work of his office.

NOTE—Contn. sheet.

Revision of the Establishment

Existing scale			Sanitary Commissioners	
1. Manager	100 - 10 - 150	= 137	1 Manager	100 - 10 -
			1. Head Clerk	
1. Deputy Clerk		40	1. Deputy Clerk	
			1. Accountant	
1 Second Clerk		30		
1. Third Clerk		25	1. Register Clerk	
1 Record Keeper		25	1. Record Keeper	
1 Typist		20	1. Typist	
1 Fourth Clerk		20		
1 Despatcher		15	1. Despatcher	
1 Draftsman		30	1 Draftsman	
Total p. m		342		
Extra cost p.m.				Ext

of the Sanitary Commissioners office

Proposal	Efficiency Audit Officers Proposal		Extraordinary Members Suggestions	
50 = 137	1. Manager	100 - 10 - 150 = 134	1 Manager	100 - 10 - 157 = 137
60				
50	1. Dy. Clerk	50	1 Dy. Clerk	50
40				
	1. 2nd Clerk	40	1 Second Clerk	40
30	1. 3d. Clerk	35	1 Third Clerk	30
40	1. Record Keeper	30	1 Record Keeper	30
25	1. Typist	20	1 Typist	20
	1 4th Clerk	25	1 4th Clerk	20
20	1 Despatcher	20	1 Despatcher	15
30	1 Draftsman	30	1 Draftsman	30
432		387		372
90		Extra 45		Extra 30

No. G.C. 294 Ee. 2.

1.

D 1520

San 99-17 SEA

Office of the Sanitary Commissioner
with the Government of His Highness
the Maharaja of Mysore,

Dated, Bangalore, 8. 12. 1917.

From

M. Srinivasa Rau Esquire., M.A., M.D., B.SC., (Edin)
D.P.H., (Cantab) & F.C.S., (London.)
Sanitary Commissioner with the Government of His Highness the Maharaja of Mysore, Bangalore.

To

C.S.Balasundaram Iyer, Esq., B.A.,

Chief *Secretary to the Government of His Highness the Maharaja of Mysore,* *Department,*
BANGALORE.
(Thro' The Comptroller in Mysore)

COMPTROLLER'S OFFICE
11 DEC 1917
BANGALORE
MYSORE (C&M)

Sir,

I have the honor to submit herewith a proposition statement for the revision of the establishment of my office involving an additional cost of Rs.90/- per mensem. I have for a long time been convinced of the necessity for early revision in view of the facts that the existing scale of pay is too inadequate to meet the ever (1) increasing rise in prices and is disproportionate in comparison with the scale of pay obtaining in other (2) provincial offices, that of the Industries and Commerce Department, for instance. An increase of pay is essential (3) not only in order to better the prospects of the existing men but also to improve the conditions for future recruitment in the office, so that it will be possible to attract general men with good educational qualifications for service in the office. I earnestly request that Government may be pleased to consider my proposals favorably and accord early sanction to them.

2. The extra cost for the current financial year may

S.S. 4/18
50
R.M.
T.A.D.A. 4/18

Thro' the Comptroller
19 in Mysore

From

The Sanitary Commissioner
in Mysore, Bangalore.

To

The Secretary to the Government
of H. H. the Maharaja of Mysore,
~~*Department*~~
Bangalore.

Dated 8 Decr 1917

Despatched

Received

General No. G.C. 294 1509
No.

Enclosure No. 2

SUBJECT.

Submitting for sanction a proposition statement for revision of establishment in the Sanitary Commissioner's Office.

—

Recd 31/12

Memo No. 9681 dt 14-12-17
T.A.D.A. 4/18

Forwarded.

Establishment

14-12-1917. Assistant Comptroller.

may be met out of the provision of Rs.5,000/- made in the Sanitary Budget for the reorganization of the Public Health Department.

I have the honor to be,

Sir,

Your most obedient servant,

M Srinivasaraw

Sanitary Commissioner.

Finance and Accounts Form 11 (Finl. 200)

(*Vide* Art. 57, C. A. C., Vol. I, and Rule 23, Part 1, Chapter II

STATEMENT OF PROPOSITION

Name of Office to which the Pr

Government orders sanctioning present Establishment		Nature of Charge: Present Scale						Proposed Scale					
				Pay			Average Cost			Pay			A
No.	Date	No.	Designation	Minimum	Rate of Increase	Maximum		No.	Designation	Minimum	Rate of Increase	Maximum	
Govt. Re		1	Manager	100	10	150	137	1	Manager	100	10	150	
No. 5 113-63													
Sau. 86 13-35								1	1st clerk	60			
of 8-2-07								1	2nd clerk	50			
Govt. Re		1	3rd clerk	40			40	1	Accountant	40			
No. 4371-3		1	2nd clerk	30			30	1	Record Keeper	40			
Sau. 54-07-9		1	3rd clerk	25			25	1	Reg clerk	30			
dated		1	Record Keeper	25			25	1	Typist	25			
12-11-09		1	Typist	20			20	1	Despatcher	20			
		1	4th clerk	20			20	1	Draftsman	30			
		1	Despatcher	15			15						
		1	Draftsman	30			30						
Total		9		305			342	9		395		432	

The present scale is verified. The proposition, if sanct
involves an additional cost of Rs. 108/- per annum

16-12-1911

Assistant Comptroll

Note.—To be prepared in duplicate and forwarded through the Comptroller in Mysore and sh

Entd.

3

the Financial Rules circulated with G. O. No. Fl. 1150—1192, dated 7-2-1903)

R REVISION OF ESTABLISHMENT

osition relates........Sanitary Commissioner

GPB—6,000-29-4-12

age st	Proposition								Grounds of Proposition	Comptroller's Report	Orders of Government		
	Permanent		Temporary								Department concerned	Financial Department	
	Increase per month	Decrease per month	Increase per month		Decrease per month						Remarks	Remarks	Orders
	Amount	Amount	Period	Amount	Period	Amount							
37													
60 (Rs.)													
50	14 cl												
40													
40													
30													
25													
20													
30													
432	90 or 1080 per annum												
ned	will												

[illegible]
Sanitary Commissioner

ild be followed by a reappropriation statement if the proposal involves additional expenditure.

Finance and Accounts Form 11

Finl. 200]

(*Vide* Art. 57, C. A. C., Vol. I, and Rule 23, Part I, Chapter

STATEMENT OF PROPOSITION

Name of Office to which the

Government orders sanctioning present Establishment		Nature of Charge										
		Present Scale						Proposed Scale				
				Pay			Average Cost			Pay		
No.	Date	No.	Designation	Minimum	Rate of Increase	Maximum		No.	Designation	Minimum	Rate of Increase	Maximum
Govt. Pro. No. 5113-63 Sanc. 86-13-35 78-2-1) Govt-Pro. No. 4371-3 Sanc. 5th-4-14 date the 12 Nov. 07.		1	Manager	100	10	150	137	1	Manager	100	10	150
								1	HD clerk	60		
		1	Dy. clerk	40			40	1	Dy. clerk	50		
		1	2nd clerk	30			30	1	Accountant	40		
		1	3rd clerk	25			25	1	Record Keeper	40		
		1	Record Keeper	25			25	1	Reg. clerk	30		
		1	Typist	20			20	1	Typist	25		
		1	4th clerk	20			20	1	Despatcher	20		
		1	Despatcher	15			15	1	Draftsman	30		
		1	Draftsman	30			30					
Total		9		305			342	9		395		

The present scale is verified. The proposition if sa
will involve an additional cost of Rs 1080/- per annu

Publicity

Assistant Comptro

14 - 10 - 1917

Note.—To be prepared in duplicate and forwarded through the Comptroller in Mysore and

(of the Financial Rules circulated with G. O. No. Fl. 1150—1192, dated 7-2-1903)

FOR REVISION OF ESTABLISHMENT

roposition relates Sanitary Commissioner

GPB—6,000 - 29-4-12

Average Cost	Proposition								Grounds of Proposition	Comptroller's Report	Orders of Government			
	Permanent		Temporary								Department concerned	Financial Department		
	Increase per month		Decrease per month		Increase per month		Decrease per month				Remarks	Remarks	Orders	
	Amount		Amount		Period	Amount	Period	Amount						
137														
60														
50														
40														
40														
30														
25														
20														
30														
432	90 or 1080 per annum													

returned.

M. Srinivasaraju
Sanitary Commissioner

ould be followed by a reappropriation statement if the proposal involves additional expenditure.

5

G. R. S. VI—G/32]

SUBJECT..... Intimates that the E.A. Officer is asked to examine the work of his office.

Diary No. of letter replied to.....

GENERAL AND REVENUE SECRETARIAT,
( )
, the *191*

Date of issue 31-1-1918

Signed by Sir. C.S. Balasundaram Iyer

Section

File No.

Serial No.

No. 1206

To

The Sanitary Commissioner in Mysore.

Sir,

With reference to your letter No. G.C. 294 dated the 8th December 1917 proposing the revision of your office establishment, I am directed to state that the Efficiency Audit Officer has been asked to examine the work of the office with a view to estimate the volume of business ~~and ascertain the~~ I am to request that he may be given details, ~~may be given all such he may require~~ for this purpose.

I have, etc.,

Chief Secretary to Govt.

over.

1385

6.

Bangalore,

28th Feby 1918

Dear Sir,

Owing to other urgent engagement, I could not go to your office to-day. I shall be able to do so tomorrow. I request that you will kindly leave instructions at your office to give me or my Assistant Mr.C. Krishna Rao, information regarding office work when we call there for the purpose.

Yours sincerely,

Dr. A. Srinivasa Rao, M.A., M.D.,
Sanitary Commissioner with the
Govt. of Mysore.

D-455
16.2.18

Sanitary Commissioner's Office,

13th February 1918.

Sir,

I beg to state that, in accordance with the instructions given to me, the information relating to office work is being tabulated and that it will be ready for submission on Friday (15th instant).

I beg to remain,

Sir,

Your most obedient servant,

H. Nanjundaiya

Manager.

N. Madhava Rao Esq., B.A., B.L.,

Under Secretary to Government,

Bangalore.

2 16/4

8

Govt 210 ae 6321

g 22/4

G.R.S. VI-71]

SUBJECT.....

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.....

Diary No. of letter replied to 1520

Section

File No. 99-17

Serial No. 2

General and Revenue Secretariat

(Sanitary)

Proceedings of the Government of
His Highness the Maharaja of Mysore.

, *the* 191 .

Date of issue 18 Dec 08

B

Signed by Dr. M. Venkatesa Iyengar

Read:—

Govt. pro. No 4371-3 dated Sam 5407-3
the 12th November 1907 sanctioning
an establishment at a total
cost of Rs 334/- per mensem
for the Sanitary Commissioner's
office.

C 2. Govt. pro. No 2006-75 g 8th
Sam 7-15-3
Feby 1915 designating the Head
Order Thereon:— ~~No.~~
clerk of the Sanitary Commr's office
as "Manager" and fixing his
pay at Rs 50-5/2-75.

D 3. Govt. pro. No 5113-63 g 8 Feb
Sam 86-13-35

over.

May this be

i Printed?

ii treated as a standing order?

iii published in the Gazette English part?

iv translated?

v placed at the disposal of the press?

vi published in the Gazette Kannada part?

raising the pay of the Manager from Rs. 50-5/2-75 to Rs 100-10-150.

4. Letter No. G.C 296 dated the 8th December 1917 from the Stores Comm, received through the Comptroller, submitting a proposition for the revision of his office establishment involving an additional cost of Rs 90/- per mensem, in order to improve the prospects of the existing men now serving in the Office and ~~at the same time to improve~~ the conditions for future recruitment in the ~~office~~.

Order 5876-7 ~~5876-7~~ Say 9977-2 — 17.6.18

Sanction is accorded to the creation of an increase of pay to four clerks as shown in the margin at an additional cost of Rs 30/- per mensem. The extra cost during the current year being met out of the lump sum provision of Rs 5000/- made in the

List of enclosures.

Deputy clerk, from Rs 40/- to Rs 50/-
Second clerk, from Rs 30/- to Rs 40/-
Third clerk, from Rs 25/- to Rs 30/-
Record-Keeper, from Rs 25/- to Rs 30/-

Copied by

Examined by

G. R. S. 27]

GENERAL AND REVENUE SECRETARIAT.

(*Continuation sheet draft form.*)

The current year's Sanitary budget for the reorganisation of the public Health Dept.

COS 14/8/18

Aug 20/3 Chief Secretary

The Sanitary Commr (with an extract of the Efficiency Audit Officer's report, under the heading "Office arrears & matters requiring attention", pages 6, 7, 8 and the 1st para on page 9 of the report)

The Compliments, Dec'r 11

G. R. S. VI—G/32] 3/4 / B

SUBJECT..... 1/3

.....

.....

Diary No. of letter replied to.....

GENERAL AND REVENUE SECRETARIAT,
( )
, the 191

Date of issue 7.5.18

Signed by for M Venkatesa Iyer

Section Samy
File No. 99/17.
Serial No. 3

No. 6209
Sam 99-17-3
7.5.18.

To

The Sanitary Commissioner

Sir,

In continuation of Govt. Pro. No. 5876-7 dated the 17th April 18.
Sam 99-17-2
I am directed to forward for necessary action attention/recheck of the Efficiency ~~Audit Officer's report~~ under the headings "Office arrears and matters requiring attention" and "other provisions of the Office Manual requiring attention" of the Spl. Audit Officer's note dt. 5.3.18. on the Work organisation office.

I have the

over. 3/4

for Chief Secretary

(Boxes 6, 7, 8 and the first three entries of the 9th column)